



Technical Support and Operations Coordinator

Harrisdale Senior High School

Position number	00044450
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Harrisdale Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Analysis, Assessment and Reporting

- Coordinate the provision of student assessment and data, supporting operations that aligns with school business targets and objectives and customer service principles and practices.
- Provide technical direction, advice and support to staff at all levels in relation to compliance reporting for the timetabling and operational matters.
- Monitor, interrogate and report compliance with mandatory completion of reporting and School Curriculum and Standards Authority (SCSA) requirements.
- Coordinate and collate reporting to parents and school system policies and processes.
- Provide data, analysis and advice related to school level student assessment and reporting.

System Management Integration

- Support the integration of Project Kaartdijin to help full implementation with all stakeholders across the school to develop and refine SEQTA and Compass online programs, courses, relevant policies and associated operation matters.
- Manage and support the transition from the School Information System (SIS) to Compass as required by the Department.
- Undertake research, investigation and analysis of projects, relevant to online courses and compliance outcomes.

Timetable Development and Scheduling

- Support Vocational and Education Training (VET) and Western Australian Certificate of Education (WACE) pathways management for student pathways and counselling to enable timetable management and grid development.
- Coordinate processes for student counselling, reporting to parents and course selection.
- Access, maintain and enhance the Student Tracking system including registering into the Student Information Records System (SIRS) and the SCSA to support registration, transition and enrolment processes.
- Support the development, enhancement and maintenance of key information for school and data sets related to school level student assessments and student participation and engagement.

Data Analysis and Research for Policy Development

- Provide statistical reports and/or presentations of findings to key stakeholders.
- Provide executive support to senior officers, including preparation and coordination of correspondence, information guides and briefing notes, meetings and professional learning.
- Support data collection and managing the strategic and operational policies with varying stakeholders to support Gifted and Talented policies, processes and procedures and school Extension and Enrichment Programs including audit and review scheduling.
- Design and develop resources for the school's intranet.
- Provide and support the collection, monitoring and reporting for all stakeholders of school's policies and processes for audit and review.

Human Resources

- Manage and supervise administrative support staff including scheduling and allocating tasks aligned to support school operational systems.

Selection criteria

1. Demonstrated proficiency in providing administrative services, including experience in technical systems, databases support and executive services.
2. Demonstrated well developed research, conceptual and analytical skills, including experience in managing complex and/or sensitive data to identify trends and issues.
3. Demonstrated well developed written communication skills and the ability to prepare correspondence, briefing notes and guidelines.
4. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise effectively with people at all levels and to work effectively in a team environment.
5. Demonstrated well developed organisational and time management skills with the ability to deliver outcomes on schedule.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter

- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 8 February 2024
Reference D24/0088029